Yale INSTITUTE OF SACRED MUSIC

Student Job Descriptions:
University Church Choir Director (Battell Chapel)

The conducting faculty, in consultation with the Pastor of the University Church, select two second-year conductors who share this position.

Report to: The Pastor and Associate Pastor of the University Church in Yale (UCY), and the Director of Chapel Music

Ongoing duties:
- Planning
  - Study previous year’s anthems and congregational songs to understand the particular nature of worship at UCY
  - Plan the choir’s repertoire in accord with the liturgical calendar; produce a full list of anthems with texts and translations early each semester, for the entire semester
  - Attend a weekly meeting with the worship planning team (pastors, organist, choral directors, liturgical coordinator, and intern) to plan music and liturgy for the entire worship service
  - Arrange for a substitute on Sundays when there is a conflict, and compensate them appropriately if it is a stipend Sunday
  - When budgets allow and the choir director is available, assemble soloists or ensembles for non-stipend Sundays or assist pastors in arranging a substitute choir director (for extra compensation per service)
  - Hire instrumentalists as needed (especially, but not only, brass for Easter)
  - Conduct a major choral work (either a cappella or choral-orchestral), approximately half an hour in length, that is integrated into the liturgy
    - Consult with the pastors about the repertoire and schedule
    - Hire any additional musicians required for this major work, and oversee their payment in consultation with the chapel administrators
  - Work with the Episcopal Church at Yale (ECY) choir director and Yale/Luther House/UCY pastors to plan Advent Lessons and Carols
  - Train choir members to cantor for worship, or arrange with the pastors for such training
  - Plan carefully with the organist to be sure that he/she can prepare and perform anthem accompaniments; provide them with music at least one week ahead of first rehearsal
- Choir Personnel
Plan auditions as early as possible in the fall for membership in the choir; coordinate with Yale choral auditions and Maggie Brooks

Actively recruit for the choir within musical organizations on campus (a cappella groups, professional schools, other choirs, etc.) as well as within the Church community

Prepare announcements of auditions in advance for the church bulletin

Meet with the Chaplain’s Office staff before the fall semester to discuss who can be hired to sing

As soon as membership is decided, submit a list of choir personnel to the Chaplain’s Office for payroll purposes

Supervise choir members in submitting their weekly hours

Every Monday by noon, approve choir members’ hours

Assist pastors with information about choir members for bulletins and events

Follow up with the Chaplain’s Office on any discrepancies regarding payment

Keep track of budgeted (weekly wages) and special (instrumentalists) expenditures, and ensure the choir remains within budget

Coordinate with pastors on any special expenditures (orchestras, Holy Week, etc.)

**Services**

Prepare for and lead the weekly choir rehearsals (2 hours on Thursday evenings and before the service on Sunday mornings)

Prepare for and lead all services and other special events

Attend Sunday morning leaders’ talk-through (usually 8:45 am–9:00 am)

Designate 15 minutes of Sunday morning rehearsal time to rehearse congregational music and cantors

**Library and Education**

Prepare occasional educational entries for the weekly bulletin

Maintain Battell Choir library

Ensure that all music borrowed from ISM choral library is returned promptly

**Payroll:** This position is paid with a one-time stipend payment each semester